



STATE PRESERVATION BOARD

REQUEST FOR EXHIBITS IN THE CAPITOL AND CAPITOL EXTENSION

CONTACT: CAPITOL EVENTS COORDINATOR
(512) 463-3051
FAX (512) 463-3372

Instructions: Please complete the entire application. Incomplete applications will not be considered. If you have any questions, please contact the Capitol Events Coordinator at (512) 463-3051 or Capitol.Events@tspb.texas.gov.

1. Check One: ☐ Ground Floor Rotunda (Capitol Building, basement level)
☐ South Central Gallery
☐ North Central Gallery

**** Exhibits are prohibited in the Capitol Rotunda first floor.**

****There are no electrical outlets in the Central Galleries on the E2 level.**

2. Exhibit Name _____
3. Date(s) and time(s) requested _____
4. Sponsoring Organization _____
5. State Official Sponsor (print name): _____
(Required for approval of all events and exhibits at the Texas State Capitol. Must be the Governor, the Lieutenant Governor, the Speaker, a State Senator, or a State Representative. Applications are considered incomplete without a sponsorship form completed and signed by a State Official Sponsor.)
6. Contact Name: _____
7. Address: _____
8. Phone Number _____ Email address: _____
- Load-in/out contact name/# if other than yourself: _____

9. Description of the exhibit, including a detailed diagram of the dimensions of the space required:

10. Public purpose of exhibit:

11. Exhibit time schedule. **Please be specific.**

Set up date and time: _____ End date and time: _____

I have read the State Preservation Board Policy for Exhibits in the Ground Floor Rotunda and the Capitol Extension and agree to comply with this policy. I understand that all exhibits are subject to cancellation. In addition, I understand that I am responsible for any damages to the building or grounds as a result of my exhibit.

Exhibit Holder Signature

Date